



Johnson Space Center  
Procedural  
Requirements

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Compliance is Mandatory

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## **JSC FORMS MANAGEMENT PROCEDURAL REQUIREMENTS**

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**Responsible Office: Information Resources Directorate**

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## Change Log

Rev.	Date	POC	Description of Changes
Baseline	12/19/08	Aubra Boyd, 281-483-6285	This baseline was developed to bring the JSC Forms Program into compliance with NPD 1420.1 and to correct and clarify inconsistencies in the former JPD 1420.3 policies and the procedures contained in JPR 1281.5 and JWI 1282.1.

## **PREFACE**

### **P.1 PURPOSE**

This JSC Procedural Requirement (JPR) establishes requirements and procedures for managing forms designed for use at JSC in the conduct of Government business.

### **P.2 APPLICABILITY**

This JPR applies to all JSC organizations and to contractors that create and/or maintain forms products and services for JSC, as specified in their contracts.

### **P.3 AUTHORITY**

(All document citations are assumed to be the latest version unless otherwise noted.)

- A. 5 U.S.C. § 552a, Privacy Act of 1974, as amended
- B. 44 U.S.C. § 3501, Paperwork Reduction Act of 1995, as amended
- C. NASA Policy Directive (NPD) 1420.1, NASA Forms Management
- D. JSC Policy Directive (JPD) 1107.1, JSC Organization

### **P.4 APPLICABLE DOCUMENTS**

(All document citations are assumed to be the latest version unless otherwise noted.)

- A. NASA Procedural Requirements (NPR) 1441.1, NASA Records Retention Schedules (NRRS)
- B. NPD 1490.1, NASA Printing, Duplicating, and Copy Management
- C. JPR 1281.5, JSC Document and Data Control
- D. JSC Work Instruction (JWI) 1282.1, Organizational Master List Instructions

### **P.5 MEASUREMENT VERIFICATION:**

- A. The JSC Forms Manager shall conduct an annual review of all Center forms for economies and effectiveness and to ensure compliance with this JPR. Findings shall be documented.
- B. The Forms Management Representatives shall conduct an annual review of JFs and Organizational Forms owned by their organization for adequacy, revising forms as necessary, and canceling forms no longer needed. Findings shall be documented.

### **P.6 CANCELLATION / RESCISSION:**

This JPR cancels JPD 1420.3, JSC Forms Management Program, dated July 7, 2005.

*Original Signed By:*

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Larry N. Sweet  
Director, Information Resources

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<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

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## **1.0 FORMS MANAGEMENT**

The following are the type of forms used at JSC:

- A. NASA Forms - Forms originated within NASA, numbered with the prefix “NF,” and available for use by all NASA employees and contractors.
- B. JSC Forms – Forms originated within JSC, numbered with the prefix “JF,” and available for use by all JSC employees and contractors.
- C. Organizational Forms – Forms originated and utilized within a single JSC organization, directorate-level or lower, used in the performance of internal organizational processes and work instructions, and are managed by that organization.
- D. Other agency forms – Forms prescribed for mandatory use by Federal agencies, including but not limited to Standard Forms (SF), Department of Defense Forms (DD), and Optional Forms (OF).

### **1.1 JSC FORMS (JFs)**

- 1.1.1 JFs are developed within JSC and available for Center-wide use. These forms are centrally controlled and maintained by the JSC Forms Manager. All JFs, excluding specialty forms; i.e., tags, envelopes, and badges, shall:
  - A. Be developed in accordance with NPD 1420.1, NASA Forms Management .
  - B. Not replace NFs.
  - C. Utilize the forms design software adopted by the Agency for electronic forms to the greatest extent practicable and reside on a dedicated file server.
  - D. Be assigned a form number that begins with the prefix “JF” to distinguish Center forms from NASA Forms (NFs) and Organizational Forms.
  - E. Be made available Center wide and to any outside organization or individuals needing them.
  - F. Be accessed through the JSC Forms Web Site at the following link: <http://forms.jsc.nasa.gov/>. This link also provides the capability to list all JFs (electronic and non-electronic) and provides links to NASA and other Government forms. Electronic forms software has been incorporated into the desktop standard load for JSC.

### **1.2 ORGANIZATIONAL FORMS**

Organizational forms may be developed and utilized within a single JSC organization, directorate level or lower, used in the performance of internal organizational processes and work instructions, and are managed by that organization. Organizational Forms shall:

- A. Be developed in accordance with NPD 1420.1, NASA Forms Management, this JPR, and made available on organizational master lists in accordance with JPR 1281.5, Document and Data Control; and JWI 1282.1, Organizational Master List Instructions.
- B. Stand alone or be included in a controlled document.

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<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

- C. Not be used or required by any organization other than the developing organization. Inter-organizational forms are required to be processed through the JSC Forms Manager.
- D. Not replace NFs, JFs, or be duplicated by another organization. Organizational forms that become necessary for use by multiple directorate-level organizations shall be converted to JFs.
- E. Not be required by a JSC directive or any other Center-wide document.
- F. Be made available to any individual who needs it; including personnel external to the organization that are authorized by Federal or state law, regulation, or directive to review or audit that organization's forms, records, or processes.

*NOTE: Organization Forms developed by resident Program Offices that are used across Center lines are governed by NPD 1420.1, NASA Forms Management, and are exempt from this JPR.*

## **2.0 RESPONSIBILITIES**

### **2.1 DIRECTOR OF INFORMATION RESOURCES**

The Director of Information Resources shall:

- A. Serve as the senior official with primary oversight of the Center forms program.
- B. Designate a JSC Forms Manager.

### **2.2 HEADS OF DIRECTORATE LEVEL ORGANIZATIONS (DLOs)**

Heads of DLOs shall:

- A. Ensure their organization utilizes, develops, and manages all forms in accordance with this JPR.
- B. Bear the responsibility for any findings of noncompliance for Organizational Forms owned by his/her organization.
- C. Appoint a Forms Management Representative (FMR) and alternate to coordinate all forms requirements for their organization. The Director or Manager shall forward the names, organizational code, and telephone numbers of appointees in writing (memorandum or e-mail) to the JSC Forms Management Office. Changes shall be handled in a similar manner as they occur and revalidated annually.

### **2.3 JSC FORMS MANAGER**

The JSC Forms Manager shall:

- A. Serve as the approving authority for the creation, revision, and cancellation of all JFs.
- B. Implement a forms numbering system for JFs.
- C. Annually evaluate the Center forms program for economy and effectiveness.

- D. Annually request FMRs to review the forms originated by their organization for current necessity and adequacy.
- E. Provide IRD management with analysis and/or implementation data to maintain the forms program.
- F. Maintain an electronic master list of current JFs accessible via a Center Web page.
- G. Provide training to the user community as necessary and conduct Center-wide outreach activities to encourage the use of electronic forms.
- H. Establish and maintain this JPR.

## **2.4 FORMS MANAGEMENT REPRESENTATIVES (FMRS)**

The FMRs shall:

- A. Represent their organization on form matters and serve as liaison between their organization and the JSC Forms Manager.
- B. Notify the JSC Forms Manager when a form becomes obsolete.
- C. When directed by the JSC Forms Manager, annually review the forms originated by their organization for current necessity and adequacy.

## **3.0 PROCEDURES FOR JSC FORMS (JFs)**

### **3.1 NEW OR REVISED JFs**

For new or revised JFs, actionees listed below shall:

<b>Actionee</b>	<b>Paragraph #</b>	<b>Action</b>
Initiator or Form Owner	3.1.1	Submit new or revised form requests via JF 2 to their organizational FMR.
FMR	3.1.2	Concurs on all new or revised form requests for their organization and submits request to the JSC Forms Manager.
JSC Forms Manager	3.1.3	Approves/Disapproves all JFs. Approved JFs are forwarded to the Forms Management contractor for development. Disapproved JFs are returned to the FMR with an explanation for disapproval.
Forms Management contractor	3.1.4	Develops draft form for Form Owner approval.
Initiator or Form Owner	3.1.5	Approves draft form or request changes.



Forms Management contractor	3.1.6	Post approved forms to the <a href="#">JSC Forms Web Site</a> .
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### 3.2 FOR ANNUAL REVIEWS, ACTIONEES LISTED BELOW SHALL:

Actionee	Paragraph #	Action
JSC Forms Manager	3.2.1	Notify FMRs annually by e-mail to review the forms (Centerwide and organizational forms) originated by their organization for current necessity, adequacy and to indicate the forms that are no longer needed/obsolete.
FMR	3.2.2	Notify the form owners for their organization to review their forms.
Form Owners	3.2.3	Notify their FMR the results of their review and submit change requests on JF2s and cancellations accordingly.
FMR	3.2.4	Notify the JSC Forms Manager when their review is complete and submit change requests on JF 2s and cancellations accordingly.

## 4.0 RECORDS AND FORMS

### 4.1 Records retained by the JSC Forms Manager:

Records	Who Maintains	Retention Schedule
The master file copy of each form showing inception, scope, and purpose of the form, including facsimile copies and revisions thereof. Included in this series are any documents used to record and control the assignment of form numbers, consisting of sequential entries; including a copy of published listings or indexes.	JSC Forms Manager for JFs, FMR for Organizational Forms	2/74A - DESTROY 5 YEARS AFTER RELATED FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED.
General Office Files - Functional files, background materials, specifications, requisitions, processing data, control records, and materials used to determine if a	JSC Forms Manager	2/74B - DESTROY WHEN RELATED FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED.

new form should be developed or whether existing forms should be replaced or consolidated.		
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#### 4.2 Forms used in this process:

JF 2, Request for New or Revised Form

Note: Records and Forms procedures for organizational forms are to be documented in organizational document and data control processes, a requirement of JPR 1281.5.

## APPENDIX A ACRONYMS AND DEFINITIONS

Acronym	Term	Definition
DD	Department of Defense Form	
DLO	Directorate Level Organization	Heads of DLOs are direct-reports to the JSC Center Director and resident Program Managers.
FMR	Forms Management Representative	Coordinates all forms requirements for their assigned organization.
JF	JSC Form	Center forms developed within JSC, numbered with the JF prefix, and available for use by all Center employees and contractors.
JPR	JSC Procedural Requirements	
NF	NASA Form	Forms originated within NASA, numbered with the NF prefix, and available for use by all Agency employees and contractors.
NPD	NASA Policy Directive	
OF	Optional Form	
	Organizational Forms	Forms created for use within a directorate-level or lower organization that are not used by any other organization.
SF	Standard Form	